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5 April 1956

MEMORANDUM FOR: Chief, Management Staff

FROM : Chief, O&M Staff, (DD/P Area)

SUBJECT : DD/P Area Weekly Report for Period 29 March 1956
Through 4 April 1956

FILED

RETURN TO

RECORDS MANAGEMENT DIVISION

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1. T/O Proposals Processed: Eleven (11) T/O proposals involving more than [redacted] actions were processed and approved. This total includes the new T/O's for the EE and WH Division and the PP Staff. A review of the T/O proposal activity during the past two months has revealed that an additional seventeen (17) T/O proposals have been processed and approved. These seventeen (17) T/O proposals involving approximately 47 position actions were not previously reported in weekly activity reports submitted.

2. T/O Proposals in Process: Resulting from our concentrated effort to clean up the T/O workload on hand and in process, a total of only five (5) T/O proposals are on hand and in process. Three (3) of these proposals are less than two (2) days in process. The other two (2) are the T/O reorganization proposals for the FE and the NEA Divisions involving more than [redacted] position actions.

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3. New Building Space Committee Requirement: In support of the new Building Space Committee, collection of data was begun in the [redacted] and RI/Receipt and Delivery Section for the purpose of establishing what requirements there are within the DD/P Area to justify the installation of a pneumatic tube system for the internal transmission of documents in the proposed new Agency Headquarters.

4. Name Check Study: Interviews have been held with FI, RI and SO officials; statistical data collected is being placed in graphic form; a staff study is being drafted.

5. Study of Staff Employee and Staff Agent Procedures and Policies: FI approval of project amendment and test case received; test case reassignment action completed and details of subsequent processing being finalized. Anticipate draft of study by 12 April.

6. Discussions were held with members of PED, Office of Personnel, to develop record system for monitoring the progress of the Manpower Control System pilot installation. Purpose of this record will be to develop workload data to indicate extent of

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paper work and processing eliminated by new system.

7. Study of proposed Reports Control Program for DD/P (requested by SSA-DD/S) is progressing. Magnitude survey being developed.

8. Preparations made for presentation of lecture in Basic Management Course, Office of Training.

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Chief, O&M Staff, DD/P Area

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